

Dear LMS Families,

We hope this email finds you safe and healthy. We understand hearing the news that schools are closed for the remainder of the year has caused a lot of emotions; we are with you! The closing of school makes all of us sad for the connections we are missing, anxious over the unknown, and confused by what our new “normal” is going to look like. Remember our staff is also trying to juggle working from home with their families as well, so we all understand that not everything is going to work out exactly as we imagine. We also really miss our students!

Our staff here at Lincoln and district-wide have been working hard collaborating, learning, and planning our transition to an official distance learning plan for after Spring Break. Here are some of the logistics we have sorted out at this time, knowing that this is subject to change as needed and there will be more detailed information to come:

- LMS Tentative Distance Learning Schedule for after Spring Break (**See Attachment**)
 - Monday, April 20, 2020 will be a student work day. Content block teachers will have required assignments posted for students to complete but there will be no “live” sessions.
 - Teachers will have daily content posted by 9AM each day their content block is scheduled. Students will be expected to engage in designated content areas during the scheduled block time. Teachers may be presenting content to students through various online activities, present pre-recorded content, assign videos to watch, and/or invite students to virtual class meetings or online class discussions.
 - Teachers will make best efforts to provide timely responses within their teaching block and/or during office hours.
 - If your child still has not signed on to all of their teachers’ Google Classrooms, please check that they do so before school resumes. Google classroom codes are available [here](#). Our Lincoln Counselors have added a Google Classroom to connect with students too. Please have students sign up to access resources and additional supports.
- Technology Needs
 - If your child still needs to check out a district Chromebook or request WiFi hotspots and has not already done so, please [complete this survey](#). If you already requested a hotspot, you will be contacted once they are available.
- Communication
 - Please reach out to teachers and staff if you are having any difficulty navigating the assignments and technology. We understand there will be some bumps along the way, and feedback is always appreciated.
 - Reach out to counselors and administrators for additional supports as needed too.

- Grading
 - The 5th grading period ends on April 17, 2020. Progress report grades will be issued based on assignments given prior to our closure on March 13th, including any make-up work your child has submitted during the closure. We encourage your child to connect with their teacher if they have not done so about the possibility of making up any remaining missing work over Spring Break.
 - We are still discussing as a District what grading will look like as we move into the next grading period; more information to follow.

- Campus
 - Campus is CLOSED during this time. If you see trespassers on campus (including the field, track, blacktop, etc), please call the non-emergency police number at 310.458.8491.

- We will be providing you with more information as we develop it in regards to:
 - Distance Learning Expectations
 - Attendance
 - ISPE requirements/applications
 - 8th grade activities/promotion
 - Yearbook distribution
 - Access to essential items in lockers

Please be patient, flexible, and kind as we traverse through this new understanding of distance learning and how it is going to look for our students and staff at Lincoln Middle School. This is new territory for all of us, but together we will get through this with success.

Our school building may be closed, but our Lincoln community is still going strong, “together apart” as they say. We look forward to giving you the best finish to this 2019-2020 Lincoln Middle School Year as we can.

Sincerely,

The LMS Administrative Team